



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded positions:

**DISASTER RECOVERY LABOR COMPLIANCE SPECIALIST**

The Disaster Recovery Labor Compliance Specialist is responsible for supporting the CDBG-DR and MIT Program's compliance unit, construction management, and programs within the CDBG-DR Division with oversight of all federal and local regulations regarding labor standards; particularly Section 3, Davis Bacon, and related acts. The Labor Compliance Specialist will support the Director of Planning and Construction and the Compliance & Monitoring Senior Manager in creating and overseeing the implementation of all operational and programmatic compliance and monitoring policies and procedures in keeping with all applicable federal and local labor rules and regulations. The Specialist will conduct technical assistance on Section 3, Davis Bacon and Related Acts, and other labor requirements. This is a Territorial position.

**ESSENTIAL FUNCTIONS:**

- ⇒ Support the senior manager of the overall compliance and monitoring unit and the planning and construction team on all labor related matters including the development of monitoring plans and schedules for compliance reviews of labor requirements including Section 3 and Davis Bacon and Related Acts, and oversight of subrecipient, contractor, and vendor compliance with all applicable federal and local labor rules and regulations.
- ⇒ Perform and support risk assessments and monitoring of subrecipients' compliance with contractual agreements and federal and local regulations and requirements.
- ⇒ Ensures that staff, subrecipients, contractors, and vendors have knowledge of all applicable federal and local labor requirements.
- ⇒ Prepare and present the labor compliance requirements to include Section 3, Davis Bacon, and related acts at pre-bid and pre-construction meetings for contracts subject to the payment of prevailing wages.
- ⇒ Respond to prevailing wage questions/concerns/matters that may arise from staff, contractors, and construction workers.
- ⇒ Analyze Section 3, Davis Bacon, and other labor standards; and evaluate contractors' compliance with requirements.
- ⇒ Ensure the proper reporting of prevailing wages, fringe benefits, apprentice utilization and resolution of employee wage violations.
- ⇒ Conduct site visits, performs field observations, and interviews construction workers and staff to monitor compliance requirements.
- ⇒ Collect and review weekly Certified Payroll Reports (CPR's) and supporting payroll records (statement of compliance, fringe benefit statement, payroll deductions, etc.) submitted by the staff and contractors on a weekly basis. Communicate with staff and contractors to resolve discrepancies relative to submittals.
- ⇒ Conduct investigations on alleged contractor and/or labor violations uncovered from CPR reviews, site visits, workers' complaints, etc. to facilitate contractor compliance and timely contract completion.
- ⇒ When appropriate, notify Planning and Construction as well as Compliance and Monitoring of contractor violations.
- ⇒ Keep complete and updated electronic and/or hard copy contract files, containing all relevant labor compliance information.
- ⇒ Perform outreach, training, and assistance to Davis Bacon and Section 3 business concerns, residents, and other stakeholders.
- ⇒ Research on matters of HUD compliance.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** Bachelor's Degree in Business Administration, Auditing, Urban Planning, Public Administration, or related field.
- ⇒ **Experience:** 3+ years of in-depth experience working in the monitoring and compliance of a CDBG/CDBG-DR/CDBG-MIT or related federal disaster recovery program. Minimum of 5 years' experience in auditing, compliance, or monitoring; Knowledge of federal or local disaster recovery program implementation, a plus; Knowledge of Section 3 recruitment, employment placement, and Davis Bacon, preferred; Equivalent education or experience.
- ⇒ **Knowledge, Skills & Abilities:** Capable of developing requirements for tracking and assessing compliance risks, including financial risks, and developing metrics to evaluate such risks; Demonstrated leadership qualities including the ability to motivate staff; Demonstrated ability to multi-task, work collaboratively in a team-oriented environment, and problem solve in a fast-paced environment; Computer literate to include Microsoft Word, Excel, PowerPoint, and Outlook; Excellent verbal, interpersonal, and written communication skills; Ability to maintain confidentiality in all assignments; Strong analytical, problem-solving, and decision-making capabilities; Knowledge of Federal rules and regulations as they apply to Section 3 and Davis Bacon; and Valid Driver's License.

**SALARY:** \$58,000.00-\$68,640.00 per annum depending upon qualifications. CDBG-DR grant funded position.

**APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, and resume/vitae **During the Stay-at-Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov)**. Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov). **Deadline for submittal of application package is Friday, December 16, 2022;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.